
Job Title	Program Director, QCC-CUNY TechWorks
PVN ID	QB-1806-002547
Category	Instruction and Social Service
Location	QUEENSBOROUGH C. C.
Department	Continuing Education and Workforce Devel
Status	Full Time
Annual Salary	\$75,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Aug 11, 2018 (Or Until Filled)

General Description

In January 2017, Queensborough Community College, with CUNY Central's Office of Continuing Education and Workforce Programs (CEWP) as lead recipient, launched a new tech education initiative focused on strengthening career-focused, associate degree programs in software application development. Funded by a four-year US Department of Labor grant, QCC's CUNY TechWorks initiative will create new credit-bearing tech education pathways that will combine industry-aligned, applied skills training with academic coursework.

QCC's program, under the auspices of its Workforce Development department, covers a 4-course software development training cycle, covering the programming competencies needed for web client programming, systems design and implementation, and smart phone application development. Training will culminate in a capstone application development class where students will build their programming portfolio. This program is designed to support students in gaining the right mix of academic knowledge, practical technical training, and professional skills needed to successfully transition into career opportunities within New York City's thriving tech and innovation sector.

To support this new initiative, QCC is seeking an experienced and entrepreneurial Program Director, with strong operational management skills- as well as knowledge of New York City's technology industry. A highly collaborative position, the Program Director will work closely with a variety of stakeholders involved in the project, including: the CUNY Central team and other college partners; the CUNY TechWorks industry advisory board comprised of employer, industry, nonprofit, and city government representatives; faculty members involved in the development and delivery of curriculum.

This position will primarily report to the Director of Labor Market Research and Workforce Development, and secondarily to the Dean of Continuing Education and Workforce Development.

Other Duties

Primary Responsibilities:

Providing strategic guidance and oversight of program implementation and operations in collaboration with key stakeholders. Specific tasks include defining the program structures and systems, designing and executing program policies and procedures, and ensuring that the project is always on track to achieve its goals and outcomes;

Managing and assuming a key leadership role in the development and coordination of the industry advisory board including overseeing the work outputs of its committees in areas such as curriculum development and job/internship placement;

Monitoring and analyzing program and performance data in areas such as recruitment, enrollment, completion, job placement, participant demographics, and progress toward underlying outcomes;

Writing and submitting quarterly project progress reports;

Identifying best practices and strategies for expansion and replication throughout the CUNY system;

Supervising 2-3 staff members; and

Other duties as assigned.

Qualifications

Bachelor's degree required.

4+ years' experience in career readiness, workforce development, tech recruitment or related areas. At least two (2) years program management/project management experience. Experience with projects involving multiple partners and the use of data to manage program performance preferred. Experience with USDOL grants a plus.

Excellent planning, organizational, and management skills. Through prior work experience, must demonstrate an ability to successfully manage timelines/deadlines and to achieve key targets and milestones.

General knowledge and awareness of the New York City's tech sector, particularly in regards to diversity and workforce needs.

Technology savvy—Comfortable and familiar with technology including social media, web-based applications, and databases. Intermediate to advanced MSWord, Excel, and PowerPoint; comfortable designing graphs and charts and incorporating graphics into reports, presentations, and other materials. Some coding experience a plus.

Good interpersonal skills; can effectively and easily work across teams/departments and collaborating with groups inside and outside of QCC, including faculty, administrators, employers, and industry partners.